# Tip - Uploading a Letter of Recommendation From a .pdf File

Keep in mind, OSCAR reads left to right, top to bottom.

1. After logging into OSCAR, left-click on **Recommendation Requests** tab, located at the top of the OSCAR window.

2. When the screen refreshes, you will now see the name(s) of the applicant(s) requesting letters of recommendation. Please left-click on a **last name** of the person requesting the letter.
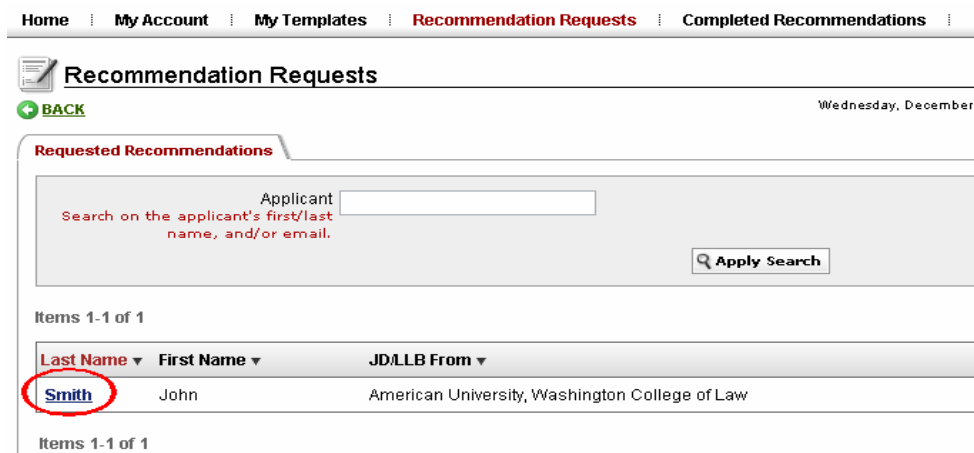
3. After the screen refreshes again, please scroll down to see the names of the judges the person applied to. Left-click in the top box, "**Select All**" to fill in check boxes for all the judges. (NOTE: If you then uncheck the "Select All" check box, you can then de-select judges one by one.)

4. Please scroll down to the Recommendation section. By default, the option "online editor" is selected. Change this option to ".**pdf file**" and let the screen refresh. The "online editor" area will be replaced with the familiar "Browse" button.

5. Click the **Browse** button and navigate to the .pdf file on your computer or network. When complete, you should be able to read the path in the Browse field. Then, left-click on the **Submit** button on the lower left-hand side.

You are NOT done!

6. After clicking the Submit button, the screen will change again.

    a. If satisfied, **left click the "Confirm Recommendation" button to finish.**

    b. Otherwise, left click on the "Edit Recommendation" button and you will be returned to the previous screen. (Begin at step 5.)
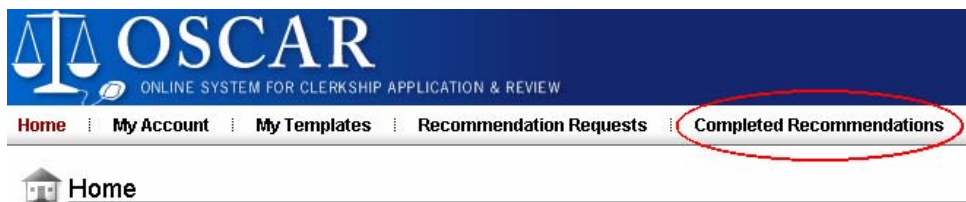

7. To insure that the requests have been filled, left-click on the **Completed Recommendations** tab, located at the top of the OSCAR window.

8. When the screen refreshes, it will display all the requests that have been filled. If you would like to view a letter that was uploaded, left-click on the small .pdf icon in the Preview column (located on the far right-hand side).